

## LA Dept of Transportation and Development Employee Timesheet

**Name:** \_\_\_\_\_  
**ISIS ID:** \_\_\_\_\_  
**District/Gang:** \_\_\_\_\_ **Pay Period Begins:** \_\_\_\_\_  
**Pay Period Ends:** \_\_\_\_\_

\* **DEFAULT COST ID:** \_\_\_\_\_

**Entered:**

**Planned Hours:**

### Hours - Week 1

[illegible]

No leave taken or overtime earned: \_\_\_\_\_  
Employee Initial

I hereby certify that the hours shown are correct.

I hereby certify that the person listed on this timesheet has worked the hours shown hereon.

Employee Signature

Supervisor Signature

Absence Codes: **LA** = Annual, **LB** = Sick, **LAFM** = FMLA for family, **LBFM** = FMLA for self  
Attendance Codes: **ZA01** = Regular (default), **Z001** = OT (K-time) earned, **Z002** = OT paid

**\* Default:** dist    func    auth    sys    id    par    cs/proj

## LA Dept of Transportation and Development Employee Timesheet

**Name:** \_\_\_\_\_

**ISIS ID:** \_\_\_\_\_

**District/Gang:** \_\_\_\_\_

**Pay Period Begins:** \_\_\_\_\_**Pay Period Ends:** \_\_\_\_\_

\* **DEFAULT COST ID:** \_\_\_\_\_

**Entered:**

**Planned Hours:**

## Hours - Week 2

Cost ID	Func	Auth	Sys	Cntl Sect or Project	Ident	Par	Std Task	PPMS Task	Ab/ Attend	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Unif. (exc. only)																
Comm Trip (exc. Only)																
<b>Total:</b>																

No leave taken or overtime earned:

Employee Initial

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I hereby certify that the person listed on this timesheet has worked the hours shown hereon.

Employee Signature

Supervisor Signature

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